

Quotation Request //

US Government Publishing Office

San Francisco Regional Office
536 Stone Rd., Suite I
Benicia CA 94510-1170

JACKET:571-263 S R-1

Quotations are Due By:

(Eastern Time)12:00 PM on 07/01/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
571-263	1-00018	2210-57	500	M. ROCCONI LETTERHEAD RG.
571-264	1-00019	2210-57	500	M. ROCCONI LETTERHEAD ENVELOPE RG.

TITLE: M. ROCCONI LETTERHEAD RG.

QUANTITY: 500 letterhead for Jacket 571-263 and 500 No. 10 regular envelopes for Jacket 571-264. +/- none.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the San Francisco Office at 707-748-1970, ext. 6.

*****R-1: UPDATED AN ERROR IN SYSTEM FOR STRAPPED JACKET. SPECIFICATIONS HAVE NOT CHANGED.**

TRIM SIZE: .

Jacket 571-263: Letterhead, 8-1/2 x 11"

Jacket 571-264: Envelope, 4-1/8 x 9-1/2"

PAGES: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 07/01/2021

Deliver complete (to arrive at destination) by 07/14/2021

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Jacket 571-263: 500 Letterheads for Judge ROCCONI, 8-1/2 x 11". Prints 10 lines of type in blue ink and gold foil stamping of a 3/4 x 3/4" seal on face only. Foil stamping must have good adherence to material and have solid impressions--no picking, pinholes, or filled letters or areas.

Jacket 571-264: 500 Number 10 regular envelopes for Judge ROCCONI, 4-1/8 x 9-1/2". Prints 6 lines of type and 1 rule as a return address in the top left corner in blue ink on face. Open-side Commercial-style No. 10 envelope features gummed flap and diagonal seams.

NOTE: All paper, inks and foil stamping must be compatible for use in a variety of laser printers without smearing or streaking.

Dies must be returned to the Government at the address under "Distribution".

MATERIAL FURNISHED: Contractor to pickup at GPO. Previously printed samples with hand written changes to be used as manuscript copy, paper sample and for ink color match, one foil stamping die and the purchase order.

Stamping die must be returned to the Government at the address under "Distribution."

NOTE: Printed samples have hand written changes. Contractor must recreate item for each Jacket. Contractors must match facsimile for type, size, style, format, etc. Contractor is responsible for accuracy of typesetting.

IMPORTANT NOTE: Contractor is required to create and email a PDF for a shipping label(s) to the San Francisco GPO office for pick-up of furnished materials. The San Francisco GPO office does not have UPS or Fed Ex ground service pick up available.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order Jackets 571-263 and Jacket 571-264: Capitol Bond 25% Rag, white, 24 lb.

***Paper MUST be the same weight, texture, color, & brightness as the sample provided.

COLOR OF INK:

Jacket 571-263 for the letterheads: Blue ink plus gold foil stamping.

Jacket 571-264 for the envelopes: Blue ink.

--Must match blue Pantone color on samples.

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample.

No bleeds.

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) for each jacket using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Alan Zada at 707-748-1976 extension 6 to confirm receipt.

Email proofs on or before July 7, 2021.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) working day after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to jessica_garcia@cacd.uscourts.gov; contractor must also copy contract administrator at azada@gpo.gov. GPO jacket number 571-263 and 571-264 must appear on all correspondence.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"

BINDING:

PACKING:

--Pack to ensure no damage occurs to product during transit.

--Box each jacket separately. Do not intermingle different jackets in a box. Mark title and quantity on each box. --Boxes containing different jackets may be packaged together for shipping.

--Letterheads must be packed/shrink wrapped to prevent curling on the edges. Insert chipboard before shrink wrapping.

Shrink Film Pack Box Suitable Pack NTE 40 lbs per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to jessica_garcia@cacd.uscourts.gov. The subject line of this message shall be "Distribution Notice for Jackets 571-263 and 571-264 and Requisition number 1-00018 and Requisition number 1-00019". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2001.

All Shipments must be made via traceable means

USDC Procurement

Attn: Jessica Garcia, 213-894-7165

255 East Temple Street, Suite TS-134

Los Angeles, CA 90012

Jacket 571-263-----500 Letterhead for Judge ROCCONI.

Jacket 571-264-----500 Number 10 regular envelopes for Judge ROCCONI.

-----ALL Government furnished materials (including stamping dies) under separate cover.

INSIDE DELIVERY REQUIRED

****DELIVERY NOTE: Contact: Office Services to make delivery arrangements @ (213) 894-7854.

NOTE: Pallet jack needed with freight deliveries. If a pallet jack and/or forklift is needed, delivery must be done ONLY between the hours of 09:00am - 11:00am OR 1:00pm - 03:00pm.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.
QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:
Inspection Levels (from ANSI/ASQC Z1.4):
(a) Non-destructive Tests -- General Inspection Level I.
(b) Destructive Tests -- Special Inspection Level S-2.
Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs
P-9. Solid or Screen Tints Color Match	Government furnished Sample

~~~~~  
**PRE-AWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.  
**Attachment(s):** NONE